

TULE RIVER INDIAN HEALTH CENTER, INC.

NOTICE OF POSITION VACANCY

POSITION: ACCOUNTING MANAGER

LOCATION: Porterville, CA

NUMBER OF POSITIONS: 1

CLOSING DATE: Until Filled

SALARY: \$65,000 per year

POSTION SUMMARY:

Oversees the financial functions and financial growth of the Tule River Indian Health Center, Inc. (TRIHC). The Accounting Manager supervises all financial operations for TRIHC, including the Business Office and related functions. He/she must be sensitive to the needs of the Indian community, its cultures, traditions, behavior patterns and background. The Accounting Manager serves under the direct supervision of the Executive Director of TRIHC.

PRIMARY RESPONSIBILITIES:

1. Supervises the Accounts Receivable manager, Accounts Payable, Accounting Technicians, 3rd party Billing, Coder & Data Entry, and Patient Registration staff.
2. Responsible for assisting in negotiating third party contracts and insuring that the reimbursement from various payers including Medicare, Medicaid, Private Insurance and Managed Care is appropriate and optimized.
3. Records and summarizes all financial transactions in order to provide an accurate statement of financial conditions and operating results. Ensures that accounting transactions are properly classified and all appropriate accounts are reconciled, in order for reliable reports to be produced in a timely manner. E
4. Overall responsibility in ensuring accuracy of all transactions, cash receipts and disbursements, purchase orders and travel orders.
5. Directs the development and executive of the Internal Financial Audit program. Prepares all funding agency monthly, quarterly and annual financial status reports to outside agencies. Weekly review of each entities process to ensure that all source of documentation matches the purchase order requirements, contractual compliance and to ensure that account code distribution is correct.
6. Measures and evaluates actual performance against meaningful standards in order to assist program managers in controlling operations and accomplishing the operational plan. Reports results of operations to various levels of management in order to link the planning, recording and measuring functions into an effective control process. Prepares and presents reports to Board of Directors on a monthly basis.
7. Assists program managers in developing annual budgets and with analyzing various reports when needed.
8. Completes external and internal reports on a timely basis.

QUALIFICATIONS:

1. Bachelor's degree in Accounting.
2. Five years or more of progressively responsible experience in financial general ledger accounting, preferably in the health care industry. At least two years in a supervisory role.
3. Thorough knowledge of financial fund accounting principles and practices, including a broad level of understanding of accounts payable, payroll, accounts receivable, property, purchasing and risk management.
4. Knowledge of Federal Grant and contract administration
5. Knowledge of and ability to use computer operated accounting systems; specifically MIP and spread sheets (Excel)
6. Must demonstrate excellent analytical skills. Demonstrates excellent written/oral communication skills.

STATEMENT OF SAFE WORK PRACTICES:

As an employee of TRIHCI, you will be required to comply with all TRIHCI's safety standards, TRIHCI's policies and procedures, and all other applicable Federal, State, or Local safety laws and regulations as a

condition of employment. This is a condition of employment in order to promote a safe working environment for all employees, contractors, and patients. This will be accomplished through observation and enforcement of safe work practices, which include, but are not limited to:

ACCOUNTING MANAGER– Page 2

- Keeping yourself informed of conditions affecting your health and safety;
- Participating in training programs, as required and as they become available to you;
- Adhering to healthy and safe practices in the workplace;
- Promptly reporting potential hazard(s) in the workplace;
- Refraining from “horseplay”;
- Promptly reporting any injuries or accidents to your supervisor;
- Properly using TRIHCI’s property/equipment and protecting it from damage or misuse;
- Respecting other employees, contractors, and patients rights to a safe environment.

At-Will Employment: all employment with Tule River Indian Health Center, Inc. is At-Will Employment. While we strive to provide fulltime employment to all of our employees who so desire, we make no guarantees, expressed or implied, to provide any guaranteed number of hours of employment in a given week. Changing conditions in the healthcare field make it impossible to predict the demand for our services and as a result, all of our offers of employment are offers of At-Will Employment.

Indian Preference Act (IPA): Preference in hiring is given to qualified Native Americans in accordance with the *Indian Preference Act*: (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage.

Equal Opportunity Employer (EOE): Within the scope of Indian Preference, all candidates will receive equal consideration without regard to race, color, gender, religion, national origin or other non-merit factors.

Age Discrimination in Employment Act (ADEA): Tule River Indian Health Center, Inc. (TRIHCI), abides by the mandates of the ADEA (protecting individuals 40 years and older) and considers age a non-merit factor in all employment decisions and considerations.

Americans with Disabilities Act (ADA): TRIHCI abides by the mandates of the ADA and considers disability a non-merit factor in all employment decisions and considerations. Furthermore, TRIHCI will make any practical, feasible, and reasonable arrangements to accommodate qualified applicants and employees with disabilities.

Send Applications, resume, Indian Preference Documentation, if applicable to:

TULE RIVER INDIAN HEALTH CENTER, INC.

Attn: Human Resources

P.O. Box 768

Porterville, CA 95841

(559) 781-6514 FAX

E-mail

Human.resources@ihs.gov